

Missouri State Fleet Information System

User's Guide

Command Buttons

Search – Used to find vehicle records matching your search criteria. Also used to find appropriate values in various lists such as city, make, model, etc...

Refresh – clears out search and data fields

*Note – the refresh appearing at the top of a screen will clear out your search criteria and data on the entire screen. Refresh buttons appearing in the middle of a screen will clear out data in the data entry screens allowing the user to enter another record on the same vehicle assignment.

List – select this button to go to certain tables in the system to find other vehicle assignments, make, model, city, etc...

Submit – Adds or changes the data as entered. One of the following informational messages will appear when data has been added or changed successfully. *Note: If you need to make two entries on one vehicle, please refresh as instructed above. Typing over existing data and hitting the submit button will overwrite the first record entered.*

After adding new data successfully, the following message will appear:



After changing data successfully, the following message will appear.



Delete – deletes the record displayed on the screen. A vehicle assignment cannot be deleted if cost or utilization records have been added.